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DD/A 79-1763/2

3 July 1979

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Data Processing  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

**DD/A Registry**

**File Contracts-1**

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Establishment of DDA/R&D Panel  

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1. It is of importance that the Directorate takes a greater interest in R&D activities. We must rely to a large extent upon the DDS&T and it is clear that research projects proposed by the DDA are in increasingly tight competition with other Agency components for R&D dollars. Because of this competition and particularly in times of shrinking resources, it is important that we communicate clearly and on a timely basis with DDS&T as the annual R&D planning cycle proceeds.  

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2. As a means of better controlling the R&D process in the DDA a panel is established referred to as the DDA/R&D Panel. Its membership will consist of three technically qualified officers, one each from the Office of Communications, the Office of Data Processing and the Office of Security.  

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3. The functions of the DDA/R&D Panel are as follows:

a. Establish direct access to DDS&T Plans Staff on behalf of the DDA/R&D efforts.

b. Establish intra-DDA order of priority of DDA/R&D related activities.

c. Keep abreast of the funding allocated by DDS&T to each DDA program as the R&D cycle progresses.

d. Maintain contact with DDA Offices so that newly generated R&D projects are included in the overall DDA proposals.

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e. Serve as a conduit for correspondence among DDA Offices and DDS&T on R&D matters.

f. Submit coordinated R&D requirements to the DDA Management Staff in phase with the program cycle. (The Management Staff must be kept informed as well on R&D requirements that surface outside the program cycle where a funding or reprogramming action is evident.)

g. Refer to the DDA issues or problems that cannot be resolved by the R&D Panel. [redacted]

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4. The DDA/R&D Panel will be chaired on an annual rotating basis among the three technical representatives. Serving on the Panel are:

[redacted]

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5. I fully expect that the R&D Panel will prove a more efficient way of negotiating business on R&D matters between our respective Directorates, particularly as we face stronger competition for resources. [redacted]

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Don I. Wortman

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EO/DDA [redacted] 3 Jul, 79

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Approved For Release 2003/09/04 : CIA-RDP83-00156R001100050011-9

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Approved For Release 2003/09/04 : CIA-RDP83-00156R001100050011-9